



**LA CASA**

de Esperanza, Inc. Today's Date: \_\_\_\_\_

# LA CASA DE ESPERANZA, INC. Volunteer Application

## Personal Information

Name: \_\_\_\_\_

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ MI

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Multilingual?: Yes/ No If yes, which languages? \_\_\_\_\_

**Reason for volunteering: (please check one)**

\_\_\_\_ Personal Interest      \_\_\_\_ Career Enhancement      \_\_\_\_ Group/Organization  
\_\_\_\_ Court Order      \_\_\_\_ Work/ School Credit      \_\_\_\_ Other: \_\_\_\_\_

Current Employer/ School: \_\_\_\_\_

## Commitment:

When are you available to volunteer? Please check all that apply.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning (8-12)							
Afternoon (12-5)							
Evening (5-9)							

\_\_\_\_\_ I am looking for a one-time volunteer experience

\_\_\_\_\_ I am able to give the minimum 4-month commitment for most positions

If you are looking for a regular, ongoing opportunity, how many hours per week would you like to contribute? (circle one)

1-3 hours

3-6 hours

6-9 hours

9+ hours

## Skills and Interests

La Casa de Esperanza will do it's best to match your interests and skills with our volunteer opportunities.

Please completely fill out the following three sections to showcase all of your interest and skills for volunteering with us. For specific position descriptions, please see the volunteer binder located at the front desk or visit our website at [www.lacasadeesperanza.org](http://www.lacasadeesperanza.org). **If you are unsure which position you are interested in, please leave section 1 and 2 blank, and fill in section 3.**

### **1. Ongoing Volunteer Opportunities (when available)**

Regular volunteer positions involve a consistent commitment on the part of a volunteer. Most positions require a minimum 4 month commitment, as well as scheduled shifts. All positions require an interview and orientation, and some require additional training. Please only check the positions that match your skills and interests and match your schedule.

- |  |                                       |
|--|---------------------------------------|
| _____ After School Teacher's Assistant | _____ Resident Mentor                 |
| _____ Career Coach                     | _____ VITA Intake Screener            |
| _____ Childcare Teacher's Aide         | _____ VITA Interpreter                |
| _____ Children's Special Needs Teacher | _____ VITA Tax Preparer               |
| _____ Children's Tutor                 | _____ Workforce Development Assistant |
| _____ Youth Mentor                     | _____ Youth Tutor                     |
| _____ Reception                        | _____ Administrative Assistant        |

### **2. One-Time or As-Needed Positions**

These volunteers do not have a minimum time commitment and are scheduled on an as-needed basis. The opportunities are ideal for volunteers that are looking for a flexible schedule, a one-time opportunity, or who are willing to be contacted as necessary. Please check those that interest you.

- |                              |                                      |
|------------------------------|--------------------------------------|
| _____ Fundraising/ PR Intern | _____ Office Hopper                  |
| _____ Interpreter            | _____ Special Events – <b>FIESTA</b> |
| <b>WAUKESHA</b>              |                                      |
| _____ Maintenance Helper     | _____ Special Interests Volunteer    |

### **3. Additional Area(s) of Interest/ Skills or work preferred to Contribute (check all that apply)**

- |                                   |   |
|-----------------------------------|---|
| _____ Arts and Crafts             | _____ Health/ Wellness                        |
| _____ Bartending                  | _____ Legal or Advocacy                       |
| _____ Bilingual Translator        | _____ Mailings                                |
| _____ Board or Committee          | _____ Maintenance                             |
| _____ Children                    | _____ Mentoring Services                      |
| _____ Cleaning/ Organizing        | _____ Music                                   |
| _____ Clerical/ Office Assistance | _____ Photography                             |
| _____ Civic/ Community            | _____ Public Speaking                         |
| _____ Computers/ Technology       | _____ Reception                               |
| _____ Cooking/ Food Preparation   | _____ Scrap booking                           |
| _____ Education                   | _____ Senior Programs                         |
| _____ Employment                  | _____ Sewing/ Ironing                         |
| _____ Extracurricular Leader      | _____ Special Events – <b>FIESTA WAUKESHA</b> |
| _____ Tax Assistance              | _____ Administrative Assistant                |
| _____ Filing/ Copying             | _____ Tutor or Classroom Assistant            |
| _____ Face Painting               | _____ Writing                                 |
| _____ Finances                    | _____ Youth                                   |
| _____ Gardening                   | _____ Other: _____                            |

Do you have certifications? (for example lifeguard, EMT, CPR, First Aid, etc)? Please list:

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## **Emergency Contact Information**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any medical conditions you would like La Casa to be aware of? \_\_\_\_\_

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## **Criminal Background Check:**

Have you ever been convicted of a crime?(circle one) YES NO If yes, please explain: \_\_\_\_\_

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(Conviction may not necessarily disqualify you from volunteering. We may conduct a criminal background check, and if you do not provide truthful information you could be rejected or terminated)

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### **Volunteer Waiver, Media Release, and Background Check**

I, the undersigned, certify that the above information is correct and complete to the best of my knowledge.

I affirm that any effort on my part for the behalf or advancement of La Casa de Esperanza, Inc. is strictly on a volunteer basis. I do not expect or anticipate compensation in any form for my time and efforts from La Casa de Esperanza, Inc.

Furthermore, I hereby waive the right to claim any compensation for any time or labors from La Casa de Esperanza, Inc. in the future.

I authorize without reservation La Casa de Esperanza, Inc. to release information requested regarding my service, character, and qualifications, and I release all such contacts from liability.

I do hereby give permission for my photograph to be used for promotional purposes for La Casa de Esperanza, Inc.

Promotional materials included, but is not limited to, brochures, newspapers, and funding sources.

Because La Casa de Esperanza, Inc. is an organization that works with children and the public, I understand that La Casa de Esperanza, Inc. may do a background check with the State of Wisconsin. I understand, further, that La Casa de Esperanza, Inc. may be requesting information from various federal, state and other agencies that maintain records concerning my past activities relating to my driving, criminal, and other experiences. I understand that by completing this form La Casa de Esperanza, Inc. is not obligated to offer me a volunteer position.

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Volunteer SIGNATURE:

Date

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Volunteer Parent/ Guardian Signature if under age 18

Date

### **Please return this form to:**

410 Arcadian Avenue

Waukesha, WI 53186

262-832-1508

laurel@@lacasadeesperanza.org